

The City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Building and Zoning staff during business hours at **City Hall, 30 Church St., Room 121B,** or reach them at **585-428-6526.**



**Julio Vázquez Sr**  
Commissioner of  
Community Development



**Robert J. Duffy, Mayor**  
City of Rochester, NY

## City of Rochester

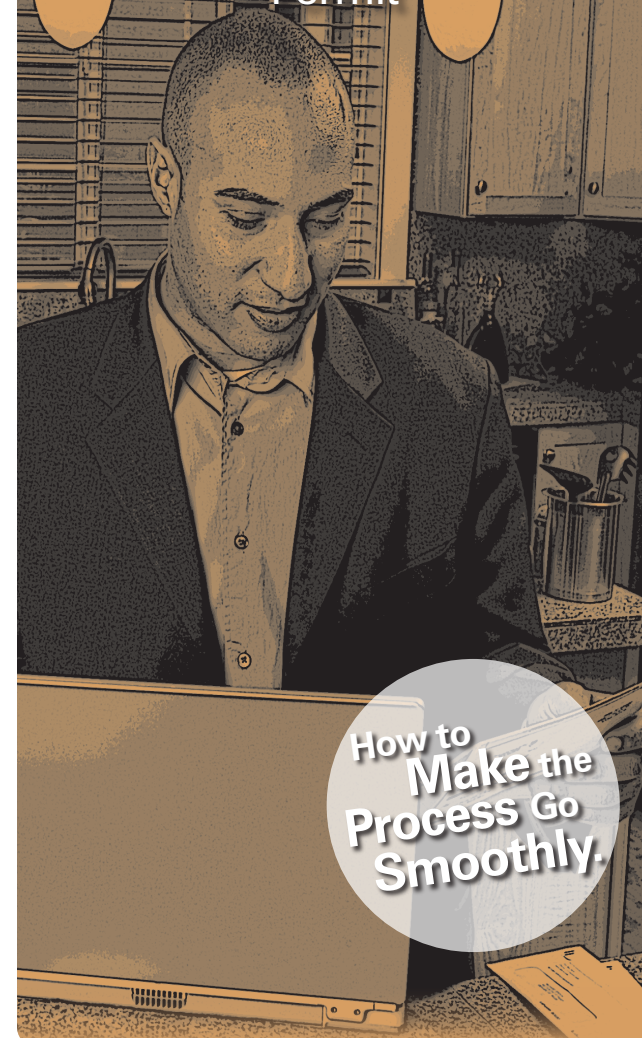
Department of Community Development  
Bureau of Buildings and Zoning  
City Hall, Room 121B  
30 Church Street  
Rochester, New York 14614




**City of Rochester, New York**

Dept. of Community Development  
Bureau of Buildings and Zoning

## Obtaining a Home Occupation Permit



How to  
Make the  
Process Go  
Smoothly.



### **1 Apply for a Permit:**

- Provide the name, address and phone number of the property owner, and the permit applicant.

You can obtain these forms at the Permit Office.

### **2 Follow Through with Application Requirements:**

- Provide a project description including size and location of home occupation space.
- A property maintenance inspection is required and will be scheduled at the time the permit is issued. Ensure that this inspection is performed.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.

### **3 Supply Additional Submissions:**

You must include two (2) copies of scaled floor plans of the entire dwelling unit, noting space to be used as home occupation space, with square footage.

### **4 Pay the Required Fees:**

The fee for your permit is **\$50.00**. A Certificate of Occupancy fee of **\$40.00** is also required.

### **Helpful Information:**

- Home occupation may not occupy more than 25% of the floor area of the dwelling unit.
- A home occupation may not be offensive or detrimental to surrounding uses.

- No stock in trade shall be displayed or sold on the premises.
- A one (1) sq. ft. unlighted sign attached flat to the dwelling is permitted. No signage is allowed in a residential zoning district (R-1).
- No alterations to the principal residential building which changes the character or appearance to the dwelling is allowed.
- Commercial vehicles for the business are not allowed. Outdoor storage of commercial vehicles, equipment or materials is not allowed.
- Training or instruction classes are limited to no more than five (5) attendees.
- Animal grooming, training or boarding businesses are limited to no more than two (2) domesticated animals.
- The City's TTY number is **428-7600**.
- Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall.

### **Department of Community Development Bureau of Buildings and Zoning**

City of Rochester Permit Office  
City Hall, 30 Church St., Room 121B  
Rochester, New York 14614

9:00 am – 4:45 pm

**Questions? Call 311**

**[www.cityofrochester.gov](http://www.cityofrochester.gov)**